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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	REAL ESTATE EDUCATION COMMITTEE
MEETING DATE AND TIME:	Thursday, March 14, 2013 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room C
MINUTES APPROVED:	04/04/2013

MEMBERS PRESENT

Danielle Benson, New Castle County, Professional Member, Chairperson
Donna Klimowicz, New Castle County, Professional Member, Vice Chairperson
Tom Burns, Kent County, Professional Member
Doug Doyle, Kent County, Professional Member
Casey Price, Sussex County, Professional Member
Tammy Reagan, Sussex County, Professional Member
Tim Riale, Sussex County, Professional Member
Elaine Woerner, New Castle County, Professional Member

DIVISION STAFF

Eileen Kelly, Deputy Attorney General
Jessica Williams, Administrative Specialist II

MEMBER ABSENT

Barbara Brodoway, New Castle County, Public Member

ALSO PRESENT

Rick Allamong, Delaware Real Estate Commission
Regina Lundeen, Delaware Association of Realtors
Andrew Staton, Delaware Real Estate Commission
Vincent White, Delaware Real Estate Commission

CALL TO ORDER

Ms. Benson called the meeting to order at 9:22 a.m.

OTHER BUSINESS BEFORE THE COMMITTEE (for discussion only)

Mr. Staton advised the Committee that it has come to the Commission's attention that there have been some courses where the delivery of continuing education has been inappropriate. Mr. Staton and Mr. Allamong advised the Committee that with alcohol is being served while courses are being taught, certificates are being issued before the course has ended, and proper seating is not being made available for the attendees. The

Commissioner's voiced their concerns regarding the matters and informed the Committee that they will begin the process to strengthen the regulations to prohibit such actions from course providers.

UNFINISHED BUSINESS

Review Previously Tabled Student CE Requests

Ms. Regan moved, seconded by Ms. Woerner, to recommend approval of the following items as noted below. Motion unanimously carried.

Student Name: Cindy Benjamin ***Approved***
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Linda Hallbrook ***Approved***
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

NEW BUSINESS

Review of Course Provider Applications

Mr. Doyle moved, seconded by Ms. Reagan, to recommend approval, denial or tabling, of the following items as noted below. Motion unanimously carried.

Course Provider: Keller Williams Realty
Course Title: Professionalism "Doing the Right Thing When No one is Looking" ***Approved***
Credit Hours: 3.0
Module: 7

Course Title: Basics of Buyer Representation ***Approved for Module 6 or 7***
Credit Hours: 3.0
Module: 7

Course Title: Basics of Seller Representation ***Approved for Module 6 or 7***
Credit Hours: 3.0
Module: 7

Course Title: Ethics & Arbitration: What You Should Know ***Approved for Module 2 or 7***
Credit Hours: 3.0
Module: 7

Course Provider: Long & Foster Institute of Real Estate
Course Title: Agency & Fair Housing ***Approved***
Credit Hours: 3.0
Module: 1

Course Title: Office Management ***Approved***

Credit Hours: 3.0
Module: 4

Course Provider: Sussex County Association of Realtors

Course Title: Listings by the Dozen **Approved**

Credit Hours: 3.0
Module: 7

Course Title: Cool Tech Tools for Everyone! **Approved**
Credit Hours: 3.0
Module: 7

Course Title: Legal Issues for Rental Agents & Brokers **Approved**
Credit Hours: 3.0
Module: 5

Course Title: DE Uniform Common Interest Ownership Act (DUCIOA) **Approved**
Credit Hours: 3.0
Module: 5

Course Title: What's Under Your House? **Approved**
Credit Hours: 3.0
Module: 7

Course Provider: The CE Shop, Inc.

Course Title: Advocating for Short Sale Clients **Approved**
Credit Hours: 3.0
Module: 6

Course Title: Sign Here: Contract Law on E-Signatures **Approved**
Credit Hours: 3.0
Module: 3

Course Title: Breaking Barriers: Fair Housing **Approved for Module 7 only, Agency was not included in Course Outline**
Credit Hours: 3.0
Module: 1

Course Provider: Ward & Taylor, LLC.

Course Title: Ethics **Approved**
Credit Hours: 3.0
Module: 2

Course Title: Risk Management **Approved**
Credit Hours: 3.0
Module: 3, 4, or 7

Course Title: First Time Home Buyers – Guiding a Buyer into a First Home **Approved**
Credit Hours: 3.0
Modules: 3 & 7

Title: Quirks in Real Estate – Practical Resolutions to Problems **Approved for Module 6 or 7**
Credit Hours: 3.0

Module: 3 or 7

Course Title: Differences Between DE & PA Transactions **Approved for 7**
Credit Hours: 3.0
Module: 3 or 7

Course Title: Agency Law – The Why's, How's and Wherefores **Approved**
Credit Hours: 3.0
Module: 5

Course Title: DUCIOA – Delaware Uniform Common Interest Ownership Act **Approved**
Credit Hours: 3.0
Module: 5 or 7

Course Title: Understanding the Agreement of Sale **Approved**
Credit Hours: 3.0
Module: 3 or 7

Course Title: Practical Tips for Listing Agents **Tabled, Submitted Two Different Outlines for Course – Clarification Needed**
Credit Hours: 3.0
Modules: 6 & 7

Course Title: Don't Let Your Sale Fall Apart **Approved for Module 7 Only**
Credit Hours: 3.0
Module: 3 or 7

Course Title: Navigating 2013 & Beyond **Approved**
Credit Hours: 3.0
Module: 5 or 7

Course Provider: New Castle County Board of Realtors
Course Title: Professional Standards in Real Estate **Approved**
Credit Hours: 3.0
Module: New Licensee Module 1

Course Title: Agreement of Sale – Buyers Representation **Approved**
Credit Hours: 3.0
Module: New Licensee Module 2

Course Title: Agreement of Sale – Seller Representation **Approved**
Credit Hours: 3.0
Module: New Licensee Module 3

Course Title: Three Keys to Professionalism: Courtesy, Communication and Common Sense **Approved**
Credit Hours: 3.0
Module: New Licensee Module 4

Course Provider: Delaware School of Real Estate
Course Title: Intro to Commercial Brokerage **Approved for Module 3 or 6**
Credit Hours: 3.0
Module: 6

Course Provider: Delaware State Housing Authority

Course Title: Homeownership Financing Programs

Credit Hours: 3.0

Module: 7

Approved

UNFINISHED BUSINESS

Review Previously Tabled Course Provider Application

Mr. Doyle moved, seconded by Mr. Burns, to recommend approval of the following items as noted below. Motion unanimously carried.

Course Provider: Frederick Academy of Real Estate ***Approved***

Course Title: Property Management Course 1

Credit Hours: 3.0

Module: 6

Review of Instructor Applications

Ms. Regan moved, seconded by Ms. Klimowicz, to recommend approval, denial or tabling, of the following items as noted below. Motion unanimously carried.

Charles Bode

Approved

Continuing Education: Module 7 – CRS 210

Mark Boyland

Approved

Continuing Education: Module 6, Module 7 – Certified Distressed Property Expert

Carol Dehorty

Approved

Continuing Education: New Licensee Modules 1 – 4, Continuing Education Modules 1 & 2

Pre-Licensing Course: Orientation, Real Estate Sales

Broker's Course: Ethics

William Patterson

Approved

Continuing Education: Continuing Education Modules 4, 5, & 6

Broker's Course: Real Estate Investment

Gerald Proffitt

Approved

Continuing Education: New Licensee Modules 1 – 4, Continuing Education Modules 1 – 6, & 7 – Differences Between DE & PA Real Estate Transactions, Don't Let Your Sale Fall Apart, Practical Tips for Listing Agents, Quirks in Real Estate – Practical Resolutions to Problems, Short Sales & Foreclosures

Pre-Licensing Course: Real Estate Law

Jonathan Taylor ***Approved***

Continuing Education: New Licensee Modules 1 - 4, Continuing Education Modules 1 – 6, & 7 – Differences Between DE & PA Real Estate Transactions, Don't Let Your Sale Fall Apart, Practical Tips for Listing Agents, Quirks in Real Estate – Practical Resolutions to Problems, Short Sales & Foreclosures

Pre-Licensing Course: Real Estate Law

Rosalind Williams **Approved**

Continuing Education: New Licensee Modules 1 - 4, Continuing Education Modules 1 – 6, & 7 – Differences Between DE & PA Real Estate Transactions, Don't Let Your Sale Fall Apart, Practical Tips for Listing Agents, Quirks in Real Estate – Practical Resolutions to Problems, Short Sales & Foreclosures

Pre-Licensing Course: Real Estate Law

Niles Breland, Jr. **Tabled for Resume**

Pre-Licensing Course: Real Estate Sales

William Salamone **Approved**

Continuing Education: Module 7 – Homeownership Financing Programs

Gary Hecker **Approved**

Continuing Education: Module 7 – DSHA Programs for Homebuyers

Review of Student Requests for Approval of Continuing Education Activities

Mr. Burns moved, seconded by Mr. Doyle, to recommend approval, denial or tabling, of the following items noted below. Motion carried unanimously carried.

Student Name: Bob Lane **Approved**

Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code

Course Provider: DE NAHRO

Credit Hours: 3.0

Module(s): 6

Student Name: Michael Harrington, Jr. **Approved**

Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code

Course Provider: DE NAHRO

Credit Hours: 3.0

Module(s): 6

Student Name: Mary Whitaker **Approved**

Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code

Course Provider: DE NAHRO

Credit Hours: 3.0

Module(s): 6

Student Name: Shirley Ranzi **Approved**

Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code

Course Provider: DE NAHRO

Credit Hours: 3.0

Module(s): 6

Student Name: Joe Parks **Approved**

Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code

Course Provider: DE NAHRO

Credit Hours: 3.0

Module(s): 6

Student Name: Fernando Ruiz III **Approved**
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code
Course Provider: DE NAHRO
Credit Hours: 3.0
Module(s): 6

Student Name: Patricia Sebastian **Approved**
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code
Course Provider: DE NAHRO
Credit Hours: 3.0
Module(s): 6

Student Name: Carol Eckenbrecht **Approved**
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code
Course Provider: DE NAHRO
Credit Hours: 3.0
Module(s): 6

Student Name: Donna Harrington **Approved**
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code
Course Provider: DE NAHRO
Credit Hours: 3.0
Module(s): 6

Student Name: Bridget Lane **Approved**
Course Title: Tenant's Rights & Responsibilities Under Tenant Landlord Code
Course Provider: DE NAHRO
Credit Hours: 3.0
Module(s): 6

Student Name: Leslie Smith **Approved**
Course Title: NAR Ethics – Module 2
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module(s): Newly Licensed Salesperson Module 1

Student Name: Stephen Huston **Approved**
Course Title: Professional Processes – Grievance, Arbitration & Mediation
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module(s): 7

Student Name: Carol J. Materniak **Denied – Certificate of Completion not Submitted**
Course Title: Know the Code: Real Estate Ethics
Course Provider: Mulroy School of Real Estate
Credit Hours: 12.0
Module(s): 2 & 7

Student Name: Letitcisa Minard **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0

Module: Newly Licensed Salesperson Module 1

Student Name: Robert Pfautz **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Mary Vardell **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Jamie Watson **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Tiffany Walter **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Allison Murray **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Christie Murphy **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Brandon Muehrle **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Andrew Meddick **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Katherine Marshall **Approved**
Course Title: NAR Ethics

Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Nicole Keller **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Daniel Burton **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Patrick Backus **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Student Name: Brian Doreste **Denied – Certificate of Completion not Submitted**
Course Title: Real Estate Brokerage & Office Management
Course Provider: Polley Associates
Credit Hours: 21.0
Modules: 1 – 7

Student Name: Tara Harrington **Approved**
Course Title: NAR Ethics
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Module: Newly Licensed Salesperson Module 1

Review Request for Amendments

Ms. Woerner moved, seconded by Ms. Klimowicz, to recommend approval, denial or tabling, of the following items noted below. Motion carried unanimously carried.

Course Provider: Jack Lingo, Inc. **Approved**
Request to Amend Previously Approved Course Title
Previously Approved Course Title: Core Module 1 – Agency and Fair Housing
Requested Course Title: Agency and Fair Housing

Course Provider: Council of Residential Specialists **Approved**
Request to Amend Previously
Approved Course
Previously Approved Course: Building an Exceptional Customer Service Referral Business
Requested to be Approved for Module: 7

Course Provider: Sussex County Association of Realtors **Approved**

Request to Amend Previously Approved Course: NAR Ethics
Requesting to be Approved for: Newly Licensed Salesperson Module 1

Instructor: William Patterson **Approved**
Requesting Approval to Teach Modules: 4, 5 & 6

Instructor: Alvin Monshower, Jr. **Approved**
Requesting Approval to Teach Modules: 1, 3, 4, 5, 6 & 7 – Buyer Agency, Common RE Settlement Problems, Commercial Real Estate Hot Buttons, Contracts/Contract Law, Disclosures, Dispute Avoidance, Environmental Issues, Ethical Practice, Fair Housing, Fair Housing Testing, FHA Financing, Foreclosures, Procuring Cause, Real Estate Hot Buttons and Issues, Real Estate Investment Fundamentals, Risk Management, Short Sales Done the Right Way, What's Material?

Instructor: Ruth Briggs-King **Approved**
Requesting Approval to Teach: Newly Licensed Salesperson Module 1

Consider Letter of Intent and Resume for Michael Rushe for Appointment to the Real Estate Education Committee for Kent County Public Member Vacancy

Mr. Riale moved, seconded by Ms. Reagan to recommend that the Commission appoint Michael Rushe to the Real Estate Education Committee. Motion unanimously carried.

REVIEW OF MINUTES

Mr. Doyle moved, seconded by Mr. Riale, to approve the February 3, 2013 minutes as presented. Motion unanimously carried.

NEW BUSINESS

Update from the Commission – Ms. Benson

Ms. Benson informed the Committee that the Commission reviewed the previously tabled course provider application for a property management course. The Commission determined that licensees who deal with property management should know fiduciary duties. She also advised the Committee that the Commission approved the proposed changes to the education guidelines in regards to the Committee structure and allowing the broker's pre-licensing course to be used for continuing education. The Commission decided that if an individual completed a broker's pre-licensing course in another jurisdiction that, 18 hours would be eligible for continuing educational purposes. A public hearing will be held in the future regarding these changes.

UNFINISHED BUSINESS

Discussion Regarding Hosting an Informational Workshop for Course Providers

The Committee discussed the possibility of hosting an informational workshop for course providers in regards to the changes of the continuing education requirements. Mr. White suggested that the workshop be open to the public, but it should be specifically focused on course providers. The Committee will need to recommend topics to be discussed during this workshop to the Commission. Mr. White requested that if the members had any suggestions to send them to Ms. Williams via e-mail. The Committee will discuss the proposals during the April 4, 2013 meeting.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE COMMITTEE (for discussion only)

There was no other business before the Committee.

PUBLIC COMMENT

There was no public comment.

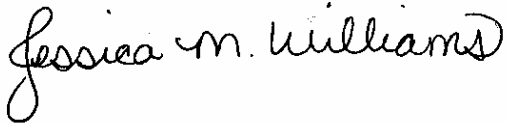
NEXT SCHEDULED MEETING

The next meeting will be held on Thursday, April 4, 2013 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

Adjournment

There being no further business, Ms. Klimowicz moved, seconded by Mr. Riale, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 11:21 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jessica M. Williams". The signature is written in a cursive, flowing style.

Jessica M. Williams
Administrative Specialist II